

Sample Staffing Plan

Consultant: Fake Consulting Inc.
 Project No.: URB-9999(9)
 Control No.: 99999
 Project Name: "A" Street - "Z" Street

| Employee Classification | Name | Actual Rate | * Average Rate |
|----------------------------|-----------------|-------------|----------------|
| Principal (PR) | John Doe | 50.00 | |
| Project Manager (PM) | Jane Smith | 35.50 | |
| Professional Engineer (PE) | Rodger Johnson | 31.75 | 31.08 |
| | Terry Jacobs | 30.25 | |
| Intern | Chad Peters | 19.50 | |
| Technician (Tech) | Peter White | 18.25 | |
| Clerical | Susan Stevenson | 12.00 | 11.50 |
| | Darryl Jones | 11.50 | |
| | Donna Adams | 9.00 | |

* Used when there is more than one employee in the same classification.

NOTES:

Professional Engineer (PE)

Rodger Johnson is estimated to complete 55% of the project duties as described on the following page.

Terry Jacobs is estimated to complete 45% of the project duties as described on the following page.

$$\$31.75 \times 0.55 + \$30.25 \times 0.45 = \$31.08$$

Clerical

Susan Stevenson is estimated to complete 50% of the project duties as described on the following page.

Darryl Jones is estimated to complete 40% of the project duties as described on the following page.

Donna Adams is estimated to complete 10% of the project duties as described on the following page.

$$\$12.00 \times 0.50 + \$11.50 \times 0.40 + \$9.00 \times 0.10 = \$11.50$$

| Employee Classification | Description |
|----------------------------|--|
| Principal (PR) | Authority to execute contracts on behalf of firm. Responsible for corporate level, firm wide or branch office level policy implementation, business plan development and implementation, Vice-President or higher, lead firm resource for conflict/problem resolution, Licensed Professional Engineer in Nebraska. |
| Project Manager (PM) | Demonstrated competency in performing complex engineering design and senior construction inspector tasks. Manages activities of engineering design team / on-site construction inspection staff, including engineers & technicians. Manages Quality Assurance requirements on one or more design/construction engineering projects. Provides primary communication with client on status of details of design/construction project. Resource for conflict/problem resolution. BS in engineering, construction management or related field. |
| Professional Engineer (PE) | Competent in complex transportation engineering design tasks and construction inspector tasks, oversees the activities of design/field team of technicians and inspectors. Prepares/oversees preparation design/field engineering reports. Resource for conflict/problem resolution. Possesses bachelor's degree in Engineering. Licensed Professional Engineer in Nebraska. |
| Intern | Assisting the Professional Engineer with simple calculations, records keeping, and correspondence documents. Performs basic transportation engineering design tasks and preparing detailed construction plans for transportation design projects. Assists with preparation of design engineering reports. Currently attending college related courses. |
| Technician (Tech) | Performs basic transportation engineering design tasks and preparing detailed construction plans for transportation design projects. Assists with preparation of design engineering reports. Possesses high school diploma or equivalent. |
| Clerical | Performs duties such as copying, document drafting, coordination of all correspondence documents, etc. Possesses high school diploma or equivalent. |